



ANGEL RODEN

Administrative Services Manager

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PROFESSIONAL EXPERIENCE

ClearObject | Fishers, IN

Administrative Services Manager | May 2025- Present

- **Headquarters Relocation:** Orchestrated the end-to-end move of a 5,000 sq. ft. facility for 50+ employees, achieving all logistical milestones one week ahead of schedule.
- **Cross-Functional Leadership:** Partner with HR and DP leads to manage logistics for product launches and quarterly "All Hands" meetings for a hybrid workforce.
- **Security & Compliance:** Established and maintained security protocols for ISO 27001, ensuring a 100% pass rate on all internal audits.

Office Administrator | October 2022 - May 2025

- **Process Improvement:** Redesigned administrative workflows, resulting in a 25% increase in departmental efficiency and a 30% improvement in daily operations.
- **Onboarding Optimization:** Streamlined the new hire process, reducing employee ramp-up time by 25%.
- **Executive Support:** Manage complex scheduling across multiple time zones and coordinate detailed travel itineraries for executive leadership.
- **Financial Administration:** Support accounting teams with vendor invoicing via NetSuite and IRS 1099 submissions.

Roden's Camp Adventurers | Fishers, IN

Camp Director | May 2022 - August 2022

- **Digital Infrastructure:** Built and launched the organization's website using WordPress, integrating Stripe for automated billing and liability releases.
- **Operational Management:** Planned and executed 9 weeks of themed curriculum and field trips for local youth.
- **Community Engagement:** Managed 100% of parent communications and marketing via social media and automated mailings.

Carmel Clay Parks & Rec | Carmel, IN

Childcare Provider | September 2017 - January 2019

- Supervised groups of 25+ children, ensuring a safe and productive learning environment.
- Developed and implemented 100% of new educational craft activities and progress reporting for parents.

EDUCATION

Indiana University-Purdue University of Indianapolis,
Indianapolis, IN — *Bachelor's of Arts in Psychology*

TECHNICAL SKILLS

Google Workspace,
Microsoft Office
Wordpress,
HTML/CSS/Javascript
Figma
Adobe Creative Cloud
Canva
Social Media Platforms
NetSuite/OpenAir
Insperty, BambooHR
Ramp
Jira

SKILLS

Administrative Support
Calendar & Email Management
Scheduling, *multiple time zones*
Written Communication
Meeting Management
Travel Arrangements
Event Planning and coordination
Project Management
File Management
Problem Solving
Attention to Detail
Bookkeeping
Multi-Tasking
Organizational Skills